instruction manual

CEILING FAN

ML-00-16

Table of Contents

Item	Page No.
1. Safety Precautions	1
2. Parts & Accessories	2
3. Installation Instruction	3
a. Fan mounting	3 - 5
b. Electrical connection	6
c. Accessories assembly	6-8
4. Maintenance	8

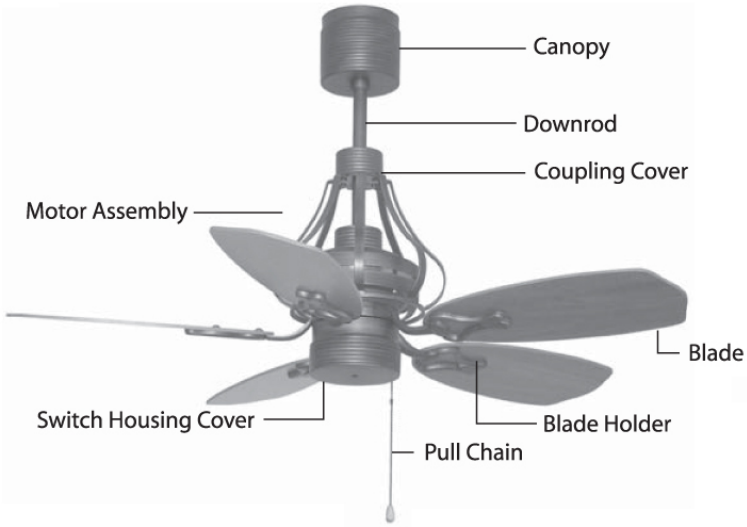
Safety Precaution

IMPORTANT : PLEASE READ BEFORE INSTALLATION

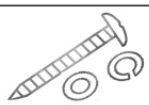
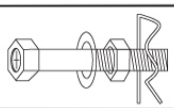
1. Installation must be carried out by a qualified wiring installer.
2. Turn off the electrical mains at the circuit breaker fuse box.
3. When mounting the fan, ensure that the safety wire is loop across the ceiling mounting hook.
4. The ceiling mounting hook or outlet box must be able to withhold a min. of 35 pounds.
5. The ceiling fan must be mounted at a min. height of 7 ft or 3m of clearance from the floor.
6. Do not place any objects in the path of the blades.
7. When all electrical connections are done, store all wires neatly.
8. Make sure that all screws and connection are tightly screwed and secured.

Parts & Accessories

Item	Qty
1. Motor Assembly	1
2. Canopy	1
3. Coupling Cover	1
4. Switch Housing Cover	1
5. Blades	5
6. Blade Holders	5
7. Downrod Assembly with Rubber Pulley or hanging ball	1
8. Pull Chain Kit	1
9. Assembly Kit	1
10. Balancing Kit	1



Assembly Kit

		
Mounting Bracket Screw x 2	Bolt x 1	Blade Panel Screw x 16
Blade Holder Screw x 1	Wire Connector x 3	Pull Chain

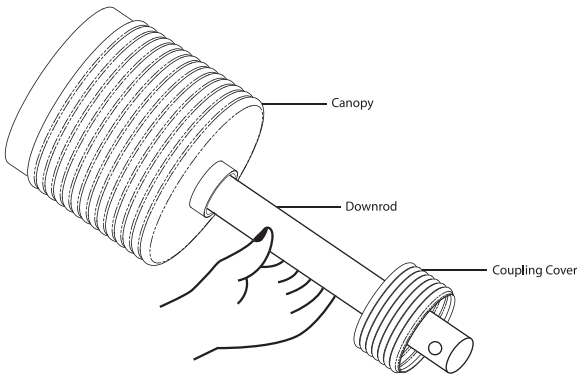
Balancing Kit

Balancing Clip x 1	Balancing Metal x 2

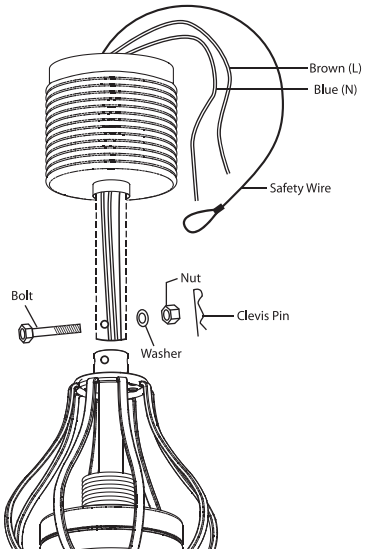
Installation Instruction

IMPORTANT : SWITCH OFF THE ELECTRICAL MAINS AT THE MAIN CIRCUIT BREAKER FUSE BOX.

Step 1 - Remove the clevis pin, nut and bolt on the downrod. Insert canopy follow by coupling cover.



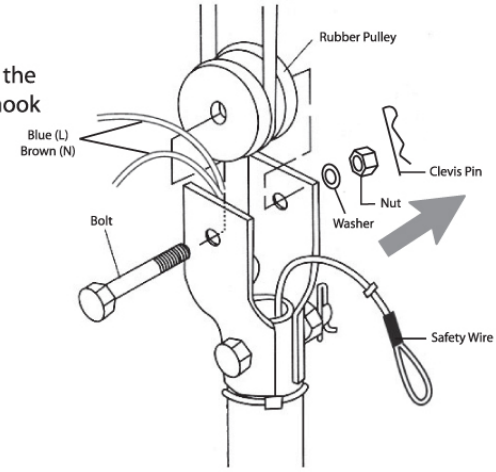
Step 2 - Route the safety wire, blue and brown wires through the downrod. Fix the downrod to the shaft with bolt and nut and tighten them firmly then insert the clevis pin.



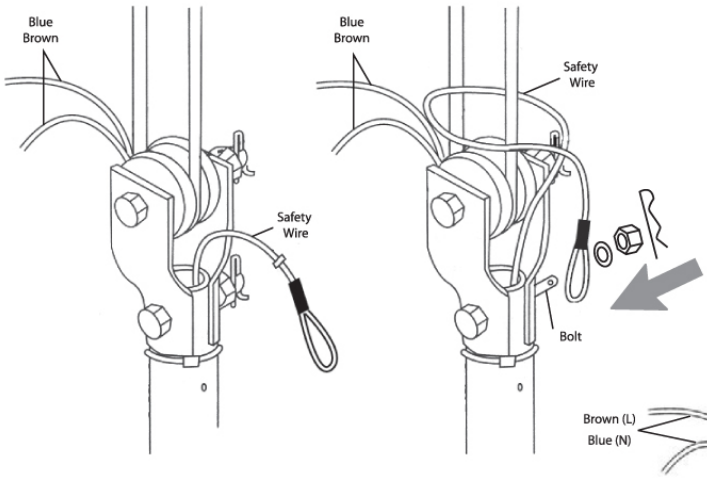
Installation Instruction

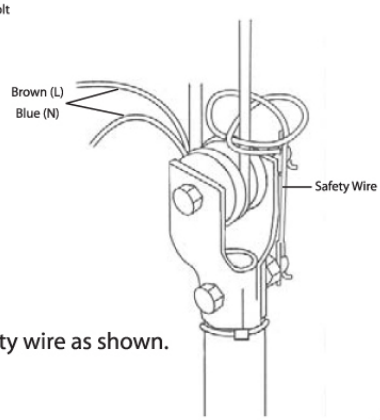
If your hanging system applies wheel -type
please continue page 4;
If your hanging system applies hanging-ball-type
please continue page 5.

Step 3 - Remove the bolt and rubber pulley from the downrod and place it into the ceiling mounting hook



Step 4 - Tie the safety wire across the hook and insert into the bolt and secure with washer, nut and clevis pin.





For houses with 'J ' hook - Tie the safety wire as shown.

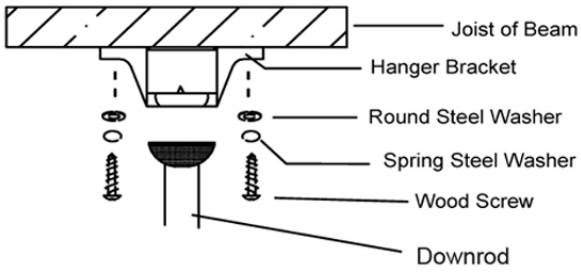
Installation Instruction

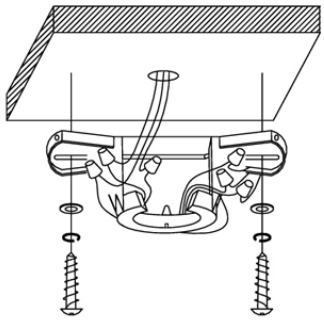
Step 3- Hanger bracket installation

The hanger bracket should be screwed on to a firm flat surface.

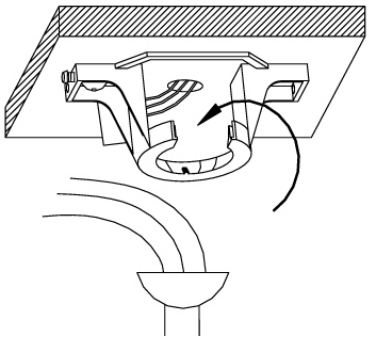
The hanger bracket should be screwed onto the joist with the two wood screws.

The washers provided should go in the following sequence:





Step 4-Downrod assembly

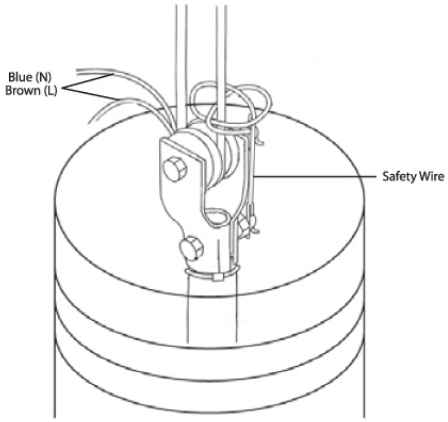


Lift the fan up to the hanger bracket, Steer the ball in from the side of the bracket and lower it into the recess of the bracket. Rotate the ball around until the groove in the side of the ball aligns with the protrusion on the upper edge of the recess. When aligned the fan should drop slightly as it assumes it's correct position. This is to prevent rotation of the rod and fan when the unit is working.

Connect the wiring as shown following step

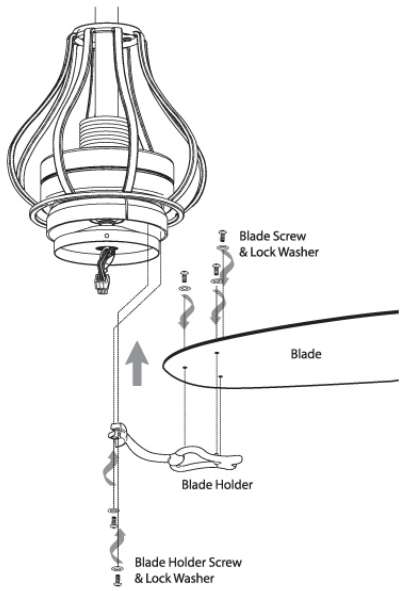
Installation Instruction

Step 5 - Connect the blue & brown wire to the house's supply wire. Diagram shows a complete assembly of the ceiling fan of the ceiling fan with safety wire mounted on the hook.



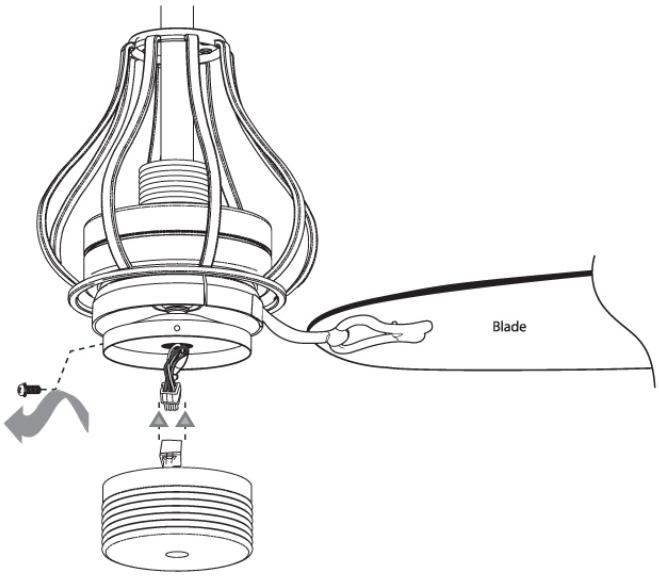
Step 6 - Align the 3 holes on the blade holder with blade and secure with screws and washer provided. Repeat procedure for the remaining blades.

Step 7 - Remove blade holder screws and washers on the motor and fix the blade holder with blade to the motor using these screws and washers.

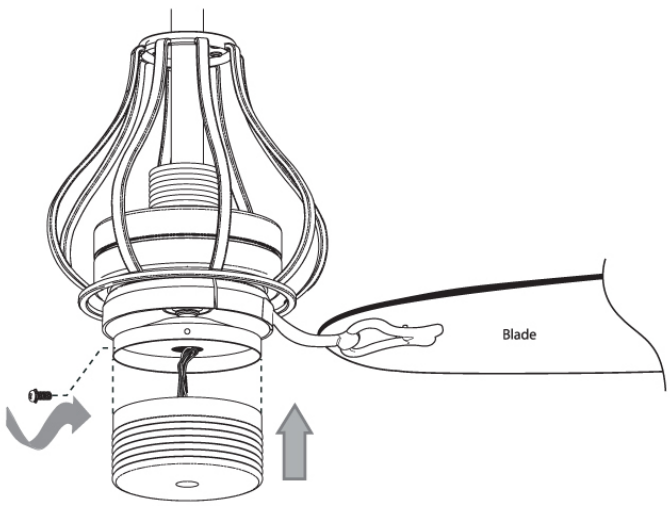


Installation Instruction

Step 8 - Remove the screws on the fitter plate. Connect male plug on the fitter plate to female plug in switch housing.

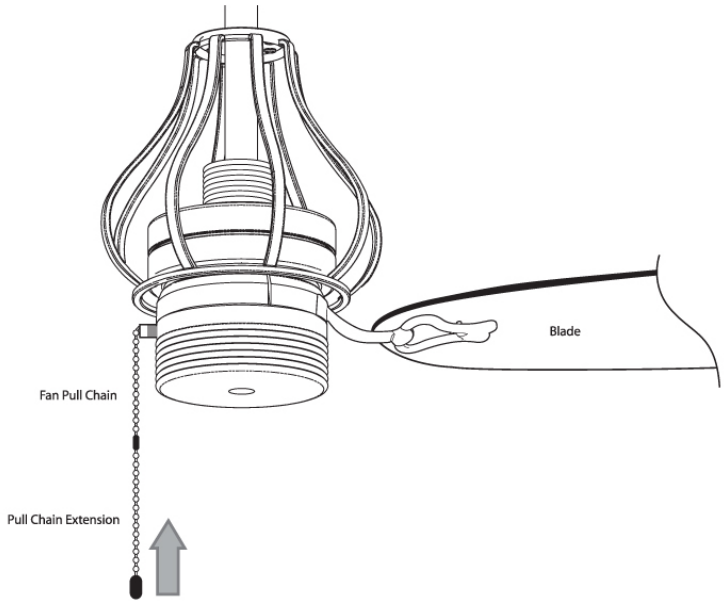


Step 9 - Align slotted holes on the switch housing and fitter plate and twist switch housing to lock. Re-insert the screws that were removed in step 8 and tighten securely.



Installation Instruction

Step 10 - Attach pull chain extension provided to fan pull chain.



Maintenance

Due to the fan's natural movement, connetions may get loose after a period of usage. To ensure a proper and safety usage, it highly recommended to inspect and tighten all connections every 6 months.

Cleaning

Cleaning your fan periodically will prolong its new appearance. Basic cleaning procedures are as follows :

1. Use only lukewarm water. Do not use detergent , corrosive or acidic solution.
2. Damp the cloth lightly. Use only soft or lint-free cloth to clean the fan. Rough fabric will scratch the surface.
3. Apply a thin coat of furniture polish to the wooden blades will protect and enhance the appearance.
4. To cover small scratches, apply a light coat of shoe polish over it.
5. There is no need to oil the fan.